

CITY OF CABOT

Job Description

Job Title: Animal Services Officer

Newest Revision: October 3, 2013

Department: Animal Services

Reports To: Animal Services Supervisor

FLSA Status: Non-Exempt

Supervisory Responsibilities:

Salary Survey Reference: Animal Control Field Officer

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible

Job Summary: Responsible for maintaining the animal control facility and performing general animal control duties.

Essential Duties and Responsibilities:

- 1) Receive and assist visitors, vendors, and citizens.
- 2) Assist in the adoption process for animals
- 3) Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals; answers questions and provides info to the general public.
- 4) Write reports of activities and maintain files of impoundments and dispositions of animals.
- 5) Maintain paperwork and disbursement of community service workers.
- 6) Type letters and correspondence as directed.
- 7) Maintain accurate euthanasia, adoption and controlled substance records.
- 8) Processes public impounds, owner relinquishments and adoptions.
- 9) Collects monies for fees, issues receipts and completes necessary forms.
- 10) Feeds and waters animals according to schedule.

- 11) Cleans kennels and cages using appropriate clean agents and equipment and performs general cleaning of offices, rest rooms, and other areas of the facilities.
- 12) Capture and remove stray, uncontrolled, or abused animals from undesirable conditions, using nets, nooses, or tranquilizer darts as necessary.
- 13) Euthanize rabid, unclaimed, or severely injured animals.
- 14) Investigate reports of animal attacks or animal cruelty, interviewing witnesses, collecting evidence, and writing reports.
- 15) Be able to be “on-call” during nights, weekends, and/or holidays every other week.
- 16) All other duties assigned.

Minimum Qualifications:

- 1) Possess a high school diploma or equivalent (GED)
- 2) Experience in animal care and at least one year experience in dealing with animals.
- 3) A valid Arkansas driver’s license before and during the duration of employment.
- 4) Must have or obtain State Animal Control Certification within 18 months of hire date.

Additional Knowledge, Skills, or Abilities Needed:

- 1) Knowledge of animal behavior and experience with animals.
- 2) Knowledge of basic animal anatomy.
- 3) Skill in the operation of database and word processing software.
- 4) Skill in working with employees and dealing with volunteers and citizens.
- 5) Skill in proper animal handling techniques.
- 6) Ability to consistently display a professional attitude, appearance in approach to job, and handle enthusiasm as needed and properly.
- 7) Ability to consistently meet deadlines and complete assignments within specified time frames and use time and resources effectively to meet goals and complete assignment quickly and efficiently with little or no supervision.
- 8) Ability to accurately keep count and store money and controlled substances.

- 9) Ability to recognize normal versus abnormal behavior of common domestic animals and local wildlife.
- 10) Ability to transport animals in a vehicle in a safe and courteous manner.

Physical Requirements:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling, loading, or carrying 15 pounds	x	
Work involves lifting, pushing, pulling, loading, or carrying 75 pounds or more	x	
Work involves earth moving equipment or commercial motor vehicles		x
Work involves the operation of non-commercial vehicles	x	
Work involves the operation of motorized equipment		x
Work involves bending, twisting, or reaching out in different positions	x	
Work involves climbing up or atop structures		x
Work involves crawling or being in confined spaces	x	
Work involves being outside or exposed to extreme high or low temperatures over a long period of time	x	
Work involves running or jumping	x	
Work requires distance vision (20 feet or more)	x	
Work involves being able to detect colors	x	
Work involves being able to distinctly hear or detect sounds and understand conversation through voice	x	
Work involves typing on the computer for an extended period of time	x	
Work involves staring at a computer screen for an extended period of time	x	
Work involves long periods of sitting or standing without break	x	

Employee Name (Print/Sign/Date)

Supervisor Name (Print/Sign/Date)

Human Resources Director (Print/Sign/Date)